

**Prairie View A&M University
Administrative Procedures 20.09 Attachment 1
Communication Service Allowance Enrollment Form**

Name (Last, First, MI)

Work Telephone #

Department

Cellular Phone #

UIN #

E-Mail Address

The following Allowances are for Communication Service Plans as noted in Administrative Procedure 20.09 Communication Allowances.

Communication Service Plan Allowance Options:

(Initials of Department Head required next to option selected)

_____ \$50 - Monthly communication service allowance (for employees requiring over 999 monthly minutes for official University business).

_____ \$25 - Monthly communication service allowance (for employees requiring at least 199 and up to 999 monthly minutes for official University business).

I have read PVAMU Administrative Procedure # 20.09: Communication Allowances, and understand the associated employee responsibilities. In addition, I understand that these allowances are considered taxable compensation subject to tax withholdings and are NOT part of my base salary. This communication allowance will be paid on a bi-weekly pay period--the last bi-weekly of the each month

Employee Signature

Date

Required Payroll Funding Information (to be completed by Department Head)

PIN #	Account #	Support Acct #

Justification for Communication Service Allowance (completed by Dept. Head)

Department Head

Date

Dean/Director

Date

Vice President

Date